



# INVITATION TO BID

Page 1 of 3

(This is not an order.)

## CITY OF CLEVELAND

Division of Purchases & Supplies  
601 Lakeside Avenue  
Room 128  
Cleveland, OH 44114

**Buyer:** Kristina Ahmetaj  
216-664-2885  
kahmetaj@city.cleveland.oh.us

**Requestor:** Rick Morris  
216-420-8117  
rmorris@city.cleveland.oh.us

Procurement Folder	RFB No.	RFB Description	
133193	RFB 7015 202200000000100	Honda Parts & Labor	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
March 23, 2022 3:00 PM		7015	March 23, 2022 3:00 PM

### SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Honda Automotive Parts & Labor		From To	

Vendor to be an authorized parts dealer/distributor and service center for Honda automotive.

- Vendor must have capability to supply parts on a regular and emergency basis.
- All parts are to carry a minimum 6 month replacement warranty, or any applicable warranties, whichever is greater.
- Price lists are to be submitted with bid.
- Vendors are to state delivery time.
- Vendor to list any additional terms or conditions pertaining to bid.
- Vendor to state parts discount: \_\_\_\_\_
- Vendor to state labor rate: \_\_\_\_\_
- Vendor to state equipment pickup and delivery charge: \_\_\_\_\_

#### C-1 Purpose

The purpose of the contract is for the purchase of labor and material for the maintenance of Honda automotive parts for various vehicles and equipment maintained by the Division of Motor Vehicle Maintenance.

#### Price Lists and Parts

All parts shall be provided by the vendor. The City reserves the option to purchase all parts if deemed to be in the best interest of the City of Cleveland.

All welding materials, fasteners, shop supplies, and environmental charges must be provided by the vendor and must be included in the labor cost.

All bids shall be based on the latest manufacturer's published price list. Prospective vendors shall indicate price column, and any discount. The vendor shall fill in appropriate pages indicating discounts. Only the latest published price list date, prior to the bid opening date shall be accepted. If no price sheet is available, vendor must state how the City is to be charged.

Labor charges must remain firm for the duration of the contract period.

Vendor must provide a flat rate for equipment and delivery charge (no exception)

Comply/Exception: \_\_\_\_\_

#### C-2 Warranty

All labor must be warranted by the contractor. All work performed by the vendor must be guaranteed to be free from defects in workmanship under the City of Cleveland normal use and service for twelve (12) months from date of delivery or six (6) months from date of installation.

C-3 Estimates must show the hours of work to be performed with cost per hour and the parts cost for each job. If the City of Cleveland elects to continue with estimated repairs, an ID ticket will be issued before work commences.

Comply/Exception: \_\_\_\_\_

#### C-4 Rights and remedies

All rights and remedies provided in this contract shall be deemed cumulative and additional; and not in lieu of or exclusive of each other or any other remedy available to the City of Cleveland at law or in equity.

#### C-5 Capacity to Perform

The intent of the City of Cleveland is to award the contract in total to one bidder with the lowest and most qualified bid with sufficient plant capacity and manpower to perform repairs as outlined in the bid.

Vendor shall employ a minimum of three (3) installation technicians.

Vendor shall maintain a minimum of two (2) mobile field service vehicles.

Vendor shall maintain a minimum \$20,000.00 of Honda parts inventory



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Partial bids shall be considered unresponsive.  
Comply/Exception:

### Ship To:

MOTOR VEHICLE MAINTENANCE  
MOTOR VEHICLE MAINTENANCE  
4150 EAST 49TH STREET, BLDG. #1  
Cleveland, OH 44105

### Vendor Response

#### Contract Amount

\$

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

### TERMS OF DELIVERY

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

### BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

#### Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.

NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

#### No Price increase

This Purchase Order does not permit price increases.



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### BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
FED ID # / SSN #:		
PHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
PLEASE PRINT CONTACT NAME:		
AUTHORIZED SIGNATURE:		DATE:

*All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.*

**RETURN BID TO:** Division of Purchases & Supplies  
601 Lakeside Ave  
Room 128, City Hall  
Cleveland, OH 44114